**JOB DESCRIPTION**

**CHARITY ADMINISTRATOR**

**About us:**

Can Do is a parent led charity (SC049885), which supports children and young people with a wide range of disabilities, to access age appropriate, stimulating, social opportunities within a safe and supported provision. Our aim is to ensure that children with disabilities have the same opportunities to experience fun, friendship and adventure as their mainstream peers, firmly believing ALL children have the right to enjoy their childhood irrespective of the challenges their disability may bring.

**Main Tasks & Responsibilities:**

As the Charity Administrator you will provide vital support services to the whole of the organisation, with a focus on improving internal and external processes to further the efficiency of the charity. There are no direct line management responsibilities associated with this role. There will be a requirement to regularly conduct administrative tasks to support the recruitment and retainment of support staff and volunteers throughout their time with the charity.

**Key responsibilities:**

1. **Operational:**

* **Office Management:** Maintaining the office environment, including filing systems, managing supplies, communicating with service providers, maintaining efficient IT practices, and ensuring a smooth workflow.
* **Service Delivery:** supporting core delivery team with booking of activity providers, transport providers, liaising with parent carers, invoicing and follow up of fee payments.
* **Volunteer and sessional worker recruitment & retention:** Providing administrative support with recruiting, training, inductions and management of volunteer placements including the processing of PVG Disclosure checks. Preparing recruitment adverts and training schedules. Collating and distributing information packs, ordering corporate items and ensuring all recruitment paperwork is completed in a timely manner.
* **Sessional Staff records:** Maintaining sessional staff records including up to date contact details, records of dates worked, training certificates, PVG disclosure update requirements, contract updates and other appropriate information.
* **Database Management and Record Keeping:** Maintaining and updating databases, such as donor information and project records, evaluations, waiting list management, service users’ details and other record-keeping for all aspects of the charity’s operations.

1. **Financial:**

* **Recording of Financial Records**: managing expenses, maintaining day-to-day financial records using Quickbooks (training will be provided) such as invoices and receipts. Managing fees by issuing invoices and maintaining records. Making and authorising banking payments as needed, assisting with payroll processing.

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* **Grant Administration:** research grant opportunities, assist in gathering of data to support funding applications, liase with funders to arrange project visits, ensure compliance and return of grant paperwork and management of grant / donor database.

1. **Leadership:**

* **Support for Trustee Board meetings:** Organising meetings, gathering and forwarding relevant documents, collecting apologies and attendance records, preparing agendas and minutes, and supporting events. Organising travel arrangements (if appropriate), refreshments and booking meeting spaces.

1. **Internal Activities:**

* **Governance:** Administrative support for the charity to demonstrate good governance, accountability, and good practice, such as reminders about annual policy updates, registration of insurance documents, and reminders about training expiration dates.

1. **External Activities:**

* **Communication:** Drafting correspondence, managing emails and phone calls, and distributing updates to supporters, members and donors.  Corresponding with families / service users.
* **Event Support:** Support the organising of events and meetings such as open days and family days and preparing marketing materials.
* **Publicity and Marketing:** Supporting marketing and publicity efforts, including website management.
* **Social Media Support:** Assisting with Social Media management and online marketing, ensuring regular updates and GDPR compliance.
* **Donor Communications:** Drafting thankyou letters, personalised communications, and other fundraising material.
* **Fundraising Support:** Assisting with fundraising campaigns, managing donor databases, and tracking donations. Support with planning and organising fundraising events, such as managing entries to the Edinburgh Marathon Festival.

1. **Other:**

This post will require attendance at Trustee Board meetings, regular team meetings and the Annual General Meeting.

Job description does not reflect the complete role and does not provide an exhaustive list of duties. Post holders are expected to carry our other activities that are within the scope of the role.

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**Terms & Conditions**

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| **Contract:** | This is a fixed term contract for 3 years, renewed subject to funding. |
| **Salary:** | 28-hour post with a salary of £25,600 or 30-hour post £29,257  (FTE for 35 hours is £32,000) |
| **Hours:** | You will be employed on a part-time basis.  28-30 hours of a 35 hour full time working week.  Core Business hours are 9am – 5pm Monday – Friday.  Some weekend or evening work may be required on occasion. |
| **Pension:** | Auto-enrolment scheme in place with Now Pensions.  *4% employer contribution where eligible.* |
| **Annual Leave:** | 28 hour post – 30 days (inclusive of public holidays).  30 hours post – 32 days (inclusive of public holidays). |
| **Accountability of Post:** | The post holder will be line managed by and accountable to the Co-ordinator of Can Do for the performance of the tasks listed above.  In the absence of Co-ordinator there is a direct report to Finance Manager and/or the chair of the Trustee Board. |
| **Location:** | Hybrid between Charity Office (North Berwick) and Home. |
| **Requirements:** | PVG scheme membership regulated work with Children is a requirement for this position.  Any job offer is subject to receipt of two satisfactory references. |

**PERSON specification**

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|  | **Essential Criteria:** | **Desirable Criteria:** |
| **Qualifications:** | * Good General Education | * Qualification in business administration, business studies, bookkeeping or equivalent. |
| **Experience:** | * Experience of working in office administration. * Experience of communicating with members of the public as part of your work. * A proactive and organised approach to work. * Sensitivity to needs and challenges faced by people with disabilities and their parent/carers. * Confident in use of MS Office including outlook, word and excel. * Confident in the use of databases, desktop publishing and system administration. | * Understanding of the regulations for registered care services and/or charities. * Knowledge of Quickbooks * Experience of administrative support for recruitment & selection. * Knowledge of Protecting Vulnerable Groups (PVG scheme) process. |
| **Skills:** | * A positive, empathetic and enthusiastic outlook. * Good listening and general communication skills. * An ability to deal with parent/carers, professionals, volunteers, staff and members of the public in a sensitive and professional manner. * Good written and numeracy skills. * Proven ability to organise, prioritise and manage own workload. | * Commitment to work in a confidential manner. * Commitment to promotion of equality, treating people fairly and inclusive practise. |